



LANTNAVFACENGCOM
SMALL BUSINESS PROGRAM PLAN
FOR
FISCAL YEAR 2000 - 2001

P. J. Adkins
P. J. Adkins
Deputy for Small Business
LANTDIV

Irene Hunter
Irene Hunter
Deputy for Small Business
EFA CHESAPEAKE

Jerry Chapman
Jerry Chapman
Deputy for Small Business
NORTHDIV

R. L. Phillips
R. L. Phillips
RDML, CEC, USN
Commander

1 NOV 00
Date

W. F. Boudra
W. Boudra
CAPT, CEC, USN

30 OCT 2000
Date

J. Zorica
J. Zorica
CAPT, CEC, USN

23 OCT 00
Date

Forward

It is the policy of the Federal Government to provide maximum opportunities in its acquisitions to small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns. Such concerns shall also have the maximum practicable opportunity to participate as subcontractors, consistent with efficient contract performance.

Acquisition reform is paving the way for the streamlining of the acquisition system to cut red tape, costs, cycle times and to improve mission support. The current demands for increased performance at reduced costs will not lessen LANTNAVFACENGCOM's commitment to support the small business and other socio-economic programs.

Maintaining the Command's statutory small business commitments will require a coordinated team effort from everyone who is involved in the acquisition process, including the contracting community. Under the guidance provided in this Small Business Program Plan, the Command's key acquisition components shall provide support to the LANTNAVFACENGCOM Small Business Specialist in establishing the Command Small Business Implementation Group and implementing this plan.

This Small Business Program Plan is applicable to those Command components that solicit, award, and/or administer contracts that exceed the micro-purchase threshold and are performed inside the United States, its territories or possessions, Puerto Rico, and the District of Columbia. "Possessions" is defined to include the Virgin Islands. However, all Contracting Officers, including those located overseas, shall comply with Subpart 19.6 of the Federal Acquisition Regulation, Certificates of Competency and Determinations of Responsibility, which applies worldwide.

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PART I – BACKGROUND

It is the policy of the Government to provide maximum opportunities in its acquisitions to small business (SB) concerns as prime contractors. These concerns shall also have the maximum practicable opportunity to participate as subcontractors in the contracts awarded by any executive agency, consistent with efficient contract performance. The acronym “SB”, as used in this Command SB Program Plan [hereafter referred to as the SB Plan] is intended to be inclusive of small business (SB), HUBZone small business (HUBZone SB), small disadvantaged business (SDB), women-owned small business (WOSB) concerns and Historically Black Colleges/Universities/Minority Institutions (HBCULMI), as applicable.

This SB Plan establishes a Command Small Business Implementation Group (CSBIG). It provides Command goals and objectives to maximize business opportunities for SB participation and increases the market share of contract awards to SB concerns. It also provides suggested means for accomplishing the goals and objectives and promotes a proactive SB education program.

PART II - COMMAND GOALS AND OBJECTIVES

GOAL A - FACILITATE PROCESS IMPROVEMENT AND INNOVATIONS IN THE COMMAND SMALL BUSINESS PROGRAM

- 1. OBJECTIVE** - Establish a Command SB Implementation Group (CSBIG) to oversee overall implementation of the SB Plan.

MEANS:

- a. The LANTNAVFACENGCOM Small Business Specialist (SBS) will head the CSBIG. Membership will be the Deputies for Small Business of EFA Chesapeake and EFD North. The LANTDIV SBS will represent Midlant operations.

MEASUREMENT:

- a. The CSBIG will meet on a quarterly basis to determine the progress of the Small Business Program. (Dec/Mar/June/Oct) Minutes of each meeting will be distributed and forwarded to the Commanding Officer of each component.

ACTION GROUP: CSBIG

- 2. OBJECTIVE** - Formalize LANTNAVFACENGCOM’s commitment to support the effective implementation of the SB programs, including the achievement of program goals.

MEANS:

- a. Establish written procedures for the CSBIG to monitor the overall implementation of the SB Plan.
- b. Obtain the signatory commitments to the SB Plan from the Command’s key acquisition components.

- c. Establish written procedures for developing the goals and objectives for the SB Plan for the subsequent fiscal year.
- d. The SBS will advise the Chief of the Contracting Office (CCO) on any corrective action required and assist in developing or refining strategies, as necessary, to improve program performance.
- e. The CSBIG will meet with the appropriate Small Business Administration (SBA) representative on a periodic basis to discuss possible process improvements aimed at increasing the number of contract awards to small businesses.

MEASUREMENT:

- a. The CSBIG will have a written plan in place in fiscal year 2001 for the overall implementation of the SB plan. This plan will be reviewed on an annual basis.
- b. Each Component SBS will present the plan to their respective Commanding Officer and obtain a signature commitment.
- c. The CSBIG will provide a report identifying SB performance for each quarter. The CSBIG will have in place a written plan for the development of Small Business Goals for the next fiscal year. This plan shall be reviewed on an annual basis to determine if changes are necessary.
- d. The Small Business Specialist will coordinate all corrective actions to improve the program performance with the CCO. The SBS will brief the Commander/Vice Commander or Commanding Officer quarterly on corrective actions completed and initiated. The status and project completion date for open items will be briefed.

ACTION GROUP: CSBIG

3. OBJECTIVE - Identify and share "Best Practices."

MEANS:

- a. Establish a Command SB web page on the Internet/Intranet to electronically disseminate best practices, ideas, innovations, and other SB related information to both the contractor and government communities. SBS will coordinate with respective department heads as required before adding best practices to the Internet/Intranet.

MEASUREMENT

- a. The number of "hits" will be used to measure the use of the web page. Feedback from the field activities will be used to determine the value of the information being electronically disseminated.

ACTION GROUP: CSBIG

GOAL B - ESTABLISH COMMAND SB GOALS

- 1. OBJECTIVE** - Establish realistic, attainable, yet challenging SB (prime and subcontracting) Command goals.

MEANS:

- a. Analyze the total procurement dollars awarded in prior fiscal year, identifying small business performance against total award.
- b. Forecast the total anticipated procurement dollars to be awarded. Identify candidate awards for SB firms and implement adjustments as required to attain goals.
- c. Enter data into the Long-Range Acquisition Estimate (LRAE) Website for each fiscal year.

MEASUREMENT:

- a. Compare the procurement dollars targeted for SB awards against the actual dollars to SB firms.
- b. Publicize the results of targeted against actual dollars and breakdown the award amounts to small businesses by each field activity.
- c. Semi-annual subcontracting statistics will be reviewed and analyzed to determine the degree of compliance with subcontracting goals. The measurement will be the percentage of subcontracts that are awarded to small businesses as compared with the established goals.

ACTION GROUP: CSBIG

GOAL C - PROVIDE BUSINESS OPPORTUNITIES FOR SB PARTICIPATION

- 1. OBJECTIVE** - Each component SBS participate in acquisition strategy meetings and outreach conferences to determine opportunities for small business.

MEANS:

- a. Each SBS shall attend acquisition strategy meetings for their respective Command.
- b. Conduct outreach conferences.
- c. Counsel and advise large and small businesses of potential business opportunities.
- d. The Contracting Officer shall contact the respective firm(s) to determine the reason(s) why the firm(s) did not respond to the solicitation when the reasons for "no bids" is not readily apparent based on market conditions, past practice or

other factors. Information obtained will be forwarded to the SBS within 30 days after award of the contract.

MEASUREMENTS:

- a. The SBS will conduct or participate in at least one outreach conference on an annual basis. The SBS may request the assistance of the CSBIG members.
- b. Each SBS will document all meetings with large or small firms.

2. OBJECTIVE - Publish Subcontracting Opportunities

MEANS:

- a. Publish subcontracting opportunities on the LANTNAVFACENGCOM and component command's web page.
- b. Use outreach conferences to assist SB concerns.
- c. The CSBIG will publish all large business contract awards on the LANTNAVFACENGCOM and component command's web page identifying subcontracting opportunities for small business.

MEASUREMENT

- a. The SBS shall compile, analyze, and use solicitation information to better advise and assist Contracting Officers, Program Managers, and other officials early in acquisition planning for similar requirements and any follow-on acquisitions.
- b. The SBS may use information received from contracting personnel during outreach conferences to assist and counsel SB concerns.
- c. The SBS will document SB requests for large business prime contractor listings as needed to foster subcontracting opportunities.

ACTION GROUP: CSBIG/FIELD OFFICE

GOAL D - PROMOTE A PROACTIVE SB EDUCATION PROGRAM

1. OBJECTIVE - Establish an internal Command SB training program.

MEANS:

- a. Ensure that training has been conducted and necessary procedures are in place to conduct random sampling of DD Form 350, Individual Contracting Action Reports, and of DD Form 1057, Monthly Contracting Summary Reports for actions \$25,000 or less for accuracy of reporting.
- b. The SBS will analyze semi-annual subcontracting reports to determine the degree of compliance with established goals. SBS will provide results of analysis to the

Contracting Officer with recommendations of initiatives to facilitate achievement of goals and training needs.

MEASUREMENT:

- a. The number of contracting individuals and program managers that are funded to attend small business training and conferences will be used as an indicator to reflect the command's overall support of the small business program.

ACTION GROUP: CSBIG/FIELD OFFICES

- 2. **OBJECTIVE** - Establish an internal Command education program to ensure all of the Command's prime contract and subcontracting actions are accurately reported in a timely manner.

MEANS:

- a. Develop an internal training plan on the preparation and submission of Standard Form (SF) 294, Subcontracting Report for Individual Contracts, and SF 295, and Summary Subcontract Report.
- b. Ensure guidance and training is provided on the preparation and submission of DD Form 350, Individual Contracting Action Report, and of DD Form 1057, Monthly Contracting Summary Actions.

MEASUREMENT:

- a. The SBS will review and analyze the results of the submission of SF294/295. SBS will take appropriate follow-up actions. To measure the results, the SBS will compare the total number of contracts awarded with the total number of subcontracting reports received from large business firms. Further, the number of subcontracting reports received from each field office/contracting component will be identified.
- b. Local field offices (ACO and field office SBS) will document appropriate action taken for contractor's lack of submissions and inability to meet its contract subcontracting goals.
- c. The contractor's subcontracting plan review will be based on the contract subcontracting plan and applicable regulations. The SBS will conduct subcontracting reviews on at least two large business prime contractors at least once a year. The findings of the subcontracting plan review will be provided to the Contracting Officer for appropriate action including distribution to Award Fee Boards and other interested parties.

ACTION GROUP: CSBIG/Field Offices

**GOAL E - IMPROVE COMMUNICATIONS WITH WORKFORCE, CUSTOMERS,
AND CONTRACTORS**

1. OBJECTIVE -- Promote the positive aspects of the Command's SB Plan

MEANS:

- a. Publish articles/stories in Command and/or other media to include "good news" and "successful accomplishment" stories relating to SB.

MEASUREMENT:

- a. The CSBIG will publish at least two SB related articles/stories a year. Field Offices will submit a Quarterly report to the CSBIG of all noteworthy SB related accomplishments. The CSBIG will review the reports and select, if any, the SB related accomplishment(s) that would be appropriate for publication.

ACTION GROUP: CSBIG/FIELD OFFICES

2. OBJECTIVE -- Establish the capability to provide SB related information electronically to the workforce, customers, and contractors.

MEANS:

- a. Establish a LANTNAVFACENGCOM SB web page on the Internet and Intranet to electronically disseminate best practices, ideas, innovations, and other SB related information to both the contractor and Government communities.

MEASUREMENT:

- a. The SB web page will be reviewed and updated as required.

ACTION GROUP: CSBIG

PART III-LANTNAVFACENGCOMN FY 2001 SB GOALS

On an annual basis, the SBS will issue a letter identifying the NAVFACENGCOM Small Business goals. In disseminating this information, previous year goals will be utilized on an interim basis until current year goals are received. SB goals are listed below:

	FY 2000 NAVFACENGCOM SMALL BUSINESS ACCOMPLISHMENTS	FY 2000 NAVFACENCOM SMALL BUSINESS GOALS	FY 2001 SMALL BUSINESS GOALS
Prime Awards-SB	38.13%	39%	41.50%
Prime Awards-SBSA	7.29%	5%	5.25%
Prime Awards-SDB	14.65%	12%	12%
Prime Awards-WOSB	4.07%	5%	5%
Prime Awards-HUBZone SB	1.60%	1.5% (see note(a))	2%
Prime Awards-HBCU/MI	0%	3%	3%
Prime Awards- Service-Disabled Veteran Owned	See note (b)	See note (b)	3%
Subcontract Awards-SB	See note (c)	65%	65%
Subcontract Awards-SDB	See note (c)	12%	12%
Subcontract Awards-WOSB	See note (c)	5%	5%
Subcontract Awards- HUBZone SB	See note (c)	1.5% (see note (a))	2%
Subcontract Awards-Veteran Owned SB	See note (b)	See note (b)	3%

Note (a): The Small Business Reauthorization Act of 1997 mandated a three percent goal for federal contract awards to historically underutilized business zones (HUBZone) to be phased in over five years beginning in FY99. Goal for each fiscal year: FY99, 1%, FY00, 1.5%, FY01, 2%, FY02, 2.5% and FY03, 3%.

Note(b): The Veteran's Entrepreneurship and Small Business Development Act of 1999, Public Law 106-50 mandated a three percent goal for federal contract awards beginning in fiscal year 2001 to service-disabled veteran owned and veteran owned small businesses.

Note (c): Data will be available after information is entered into the DIOR system. This data should be published in February 2001.

Public Law 106-554 signed 12/21/00.

SEC. 811. PROCUREMENT PROGRAM FOR WOMEN-OWNED SMALL BUSINESS CONCERNS.

Section 8 of the Small Business Act (15 U.S.C. 637) is amended by adding at the end the following:

`(m) PROCUREMENT PROGRAM FOR WOMEN-OWNED SMALL BUSINESS CONCERNS-

`(1) DEFINITIONS- In this subsection, the following definitions apply:

`(A) CONTRACTING OFFICER- The term 'contracting officer' has the meaning given such term in section 27(f)(5) of the Office of Federal Procurement Policy Act (41 U.S.C. 423(f)(5)).

`(B) SMALL BUSINESS CONCERN OWNED AND CONTROLLED BY WOMEN- The term 'small business concern owned and controlled by women' has the meaning given such term in section 3(n), except that ownership shall be determined without regard to any community property law.

`(2) AUTHORITY TO RESTRICT COMPETITION- In accordance with this subsection, a contracting officer may restrict competition for any contract for the procurement of goods or services by the Federal Government to small business concerns owned and controlled by women, if--

`(A) each of the concerns is not less than 51 percent owned by 1 or more women who are economically disadvantaged (and such ownership is determined without regard to any community property law);

`(B) the contracting officer has a reasonable expectation that 2 or more small business concerns owned and controlled by women will submit offers for the contract;

`(C) the contract is for the procurement of goods or services with respect to an industry identified by the Administrator pursuant to paragraph (3);

`(D) the anticipated award price of the contract (including options) does not exceed--

`(i) \$5,000,000, in the case of a contract assigned an industrial classification code for manufacturing; or

`(ii) \$3,000,000, in the case of all other contracts;

`(E) in the estimation of the contracting officer, the contract award can be made at a fair and reasonable price; and

`(F) each of the concerns--

`(i) is certified by a Federal agency, a State government, or a national certifying entity approved by the Administrator, as a small business concern owned and controlled by women; or

`(ii) certifies to the contracting officer that it is a small business concern owned and controlled by women and provides adequate documentation, in accordance with standards established by the Administration, to support such certification.

`(3) WAIVER- With respect to a small business concern owned and controlled by women, the Administrator may waive subparagraph (2)(A) if the Administrator determines that the concern is in an industry in which small business concerns owned and controlled by women are substantially underrepresented.

`(4) IDENTIFICATION OF INDUSTRIES- The Administrator shall conduct a study to identify industries in which small business concerns owned and controlled by women are underrepresented with respect to Federal procurement contracting.

`(5) ENFORCEMENT; PENALTIES-

`(A) VERIFICATION OF ELIGIBILITY- In carrying out this subsection, the Administrator shall establish procedures relating to--

`(i) the filing, investigation, and disposition by the Administration of any challenge to the eligibility of a small business concern to receive assistance under this subsection (including a challenge, filed by an interested party, relating to the veracity of a certification made or information provided to the Administration by a small business concern under paragraph (2)(F)); and

`(ii) verification by the Administrator of the accuracy of any certification made or information provided to the Administration by a small business concern under paragraph (2)(F).

`(B) EXAMINATIONS- The procedures established under subparagraph (A) may provide for program examinations (including random program examinations) by the Administrator of any small business concern making a certification or providing information to the Administrator under paragraph (2)(F).

`(C) PENALTIES- In addition to the penalties described in section 16(d), any small business concern that is determined by the Administrator to have misrepresented the status of that concern as a small business concern owned and controlled by women for purposes of this subsection, shall be subject to--

`(i) section 1001 of title 18, United States Code; and

`(ii) sections 3729 through 3733 of title 31, United States Code.

`(6) PROVISION OF DATA- Upon the request of the Administrator, the head of any Federal department or agency shall promptly provide to the Administrator such information as the Administrator determines to be necessary to carry out this subsection.'.